



## MEMORANDUM

DATE: August 4, 2010  
TO: Department Staff, Owners, Contractors, and Agents  
FROM: W. Travis Luter Sr., Building Official  
SUBJECT: Manufactured Housing Permits and Certificate of Occupancy

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All,

### **Permits:**

Effective August 4, 2010 all permit applications for Manufactured Housing submitted by the homeowner shall include a copy of the HUD Required Installation Program Disclosure to Consumer form.

### **Certificate of Occupancy (CO):**

Effective August 4, 2010 prior to the issuance of the Certificate of Occupancy for all Manufactured Homes, the Installer shall submit a copy of all Manufactured Housing Certification of Installation forms applicable to the project for review by the Building Official.